

ADMISSIONS FOR NEW AND FORMER STUDENTS

The process for diagnostic placement and enrollment is as follows:

1. Application for admission received with reason(s) for referral.
2. LEA notified of request for admission and who referred the student for admission.
3. A visit to WSD by the parent(s)/guardian(s)/surrogate parent(s) and student is required before initiation of the diagnostic placement.
4. The following education records must be received prior to formal decision to admit the student:
 - a. All completed forms and materials in application packet;
 - b. Student's most recent IEP;
 - c. Student's most recent triennial evaluation report;
 - d. All psychological records;
 - e. High school transcripts or academic records and report cards;
 - f. Records of all behavioral information (i.e., criminal, violent, and indicative of threat to safety of staff and students) and disciplinary history required to be transmitted under RCW 28A.225.330(3). Any falsification of or withholding of pertinent information will be deemed as perjury and result in termination of application and/or continued placement.
 - g. Parent completion of the Needs Assessment Inventory Interview (NAII) and Safety Risk Matrix, with the assistance of admissions team personnel. The NAII and/or Safety Risk Matrix must address the following:
 - i. Status as a juvenile sex offender
 - ii. Criminal activity that did or did not result in conviction, adjudication or diversion or is pending; past and current compliance with terms and conditions of probation or parole
 - iii. Involvement with Child Protective Services, Child Welfare Services, CHINS (Child in Need of Services) or At-Risk Youth Petition;
 - iv. Previous and current mental health treatment;
 - v. History of drug or alcohol use
 - vi. History of victimization
 - vii. Records of formal disciplinary actions
 - viii. Additional medical, psychiatric, background needs

If access to necessary information will require parental or adult student consent for the mutual exchange of information with a third

party, all such written consents must be attached to the completed applications.

5. When the admissions team and parents determine that information needed to complete the placement process is complete and valid, the admissions evaluation team and parent review the records. The LEA district representative will be invited to this meeting.
6. If the Safety Risk Matrix, Needs Assessment Inventory Interview, or other documents submitted during the admissions process suggest the student may pose a safety risk or be victimized by an aggressive student, the admissions team and/or the Superintendent will:
 - a. Determine if the application should be denied based on the admissions documents submitted.
 - b. If not denied, WSD personnel will draft a safety plan designed to mitigate the perceived safety risk(s) and arrange for an independent, qualified professional to:
 - i. Review all records pertaining to safety risk information and the proposed safety plan;
 - ii. Determine if the student poses a safety risk to self or others;
 - iii. If yes, determine if the proposed safety plan is sufficient to mitigate the perceived risk of harm; and
 - iv. If the proposed safety plan is insufficient to mitigate against the perceived risks, whether the plan can be modified to achieve that desired result.
 - c. Upon receipt of the written report from the independent, qualified professional, the admissions team or Superintendent will determine if additional modifications to the proposed safety plan, if any, can be accomplished within existing WSD resources. If additional elements of the safety plan cannot be accomplished within existing WSD resources, the application shall be denied unless an inter-agency contract with the LEA or other pertinent agency can be executed.
7. If the admissions team approved the application, an IEP meeting will be convened to:
 - a. Establish the initiation date of the diagnostic placement at WSD;
 - b. Determine if additional evaluation data is necessary to ensure the provision of specially designed instruction, related services, or supplementary aids or services at WSD;
 - c. Diagnostic placement timeline will be established which will extend 35 school days from the date the student arrives on campus. The diagnostic placement timeline can be extended upon mutual agreement of WSD and the parent(s). The student's current IEP from the LEA will be amended to reflect changes to special education and related services during the diagnostic placement at WSD.

8. Prior to the conclusion of the diagnostic placement timeline, an admissions team meeting will be convened to determine if the student should be formally enrolled at WSD, based on academic, behavioral, and/or safety issues arising during the diagnostic placement. If the admissions team recommends formal enrollment at WSD, an IEP meeting will be convened to develop the IEP based on evaluative data generated during the diagnostic placement.

Adoption Date: 09/09/04